

Documentum Records Manager v3.1 by Documentum with Hummingbird WebTop DM v5.0

Documentum RM/WebTop DM Summary Report

The Joint Interoperability Test Command tested the integration of Documentum Records Manager v3.1, by Documentum, with Hummingbird WebTop DM v5.0, from June 18 through 19, 2003. JITC verified the product combination using version 7.0 of the RMA Compliance Test Procedures and is compliant with DoD 5015.2-STD, dated June 2002. All mandatory requirements of Chapter 2 were satisfied.

TABLE OF CONTENTS

- Section 1. Product Identification
- Section 2. Test Configuration
- Section 3. RMA Mandatory Requirements

1. Product Identification

Hummingbird WebTop DM v5.0 (hereafter referred to as WebTop DM) is a web-based document management system and offers the ability to manage documents. Its integration with Documentum Records Manager v3.1 (hereafter referred to as Documentum RM) gives organizations the ability to work with WebTop DM documents in a web-based environment and then to file those documents as records in Documentum RM.

The product combination, as tested, consisted of the following component programs and utilities.

- Documentum Records Manager v3.1
- Hummingbird WebTop DM v5.0
- Documentum RecordsActivator for Hummingbird WebTop v3.1

1.1 Allocation of RMA Requirements

Table 1 identifies the mandatory functions required by the Standard and indicates which of those functions Documentum RM performs, which WebTop DM performs, and which both products perform either jointly (both share the function) or separately (both perform the function independently).

Table 1. Mandatory Functions Allocation				
DoD 5015.2-STD		Documentum RM	WebTop DM	Comments
Para	Requirement			
C2.1.1.	Managing Records	✓		
C2.1.2.	Accommodating Dates and Date Logic	✓	✓	Separately
C2.1.3.	Implementing Standard Data	✓	✓	Separately
C2.1.4.	Backward Compatibility			Not Tested ¹
C2.1.5.	Accessibility	✓		
C2.2.1.	Implementing File Plans	✓		
C2.2.2.	Scheduling Records	✓		
C2.2.3.	Declaring and Filing Records	✓	✓	Jointly
C2.2.4.	Filing E-mail Messages	✓		
C2.2.5.	Storing Records	✓		
C2.2.6. Retention and Vital Records Management				
C2.2.6.1.	Screening Records	✓		
C2.2.6.2.	Closing Record Folders	✓		
C2.2.6.3.	Cutting Off Record Folders	✓		
C2.2.6.4.	Freezing/Unfreezing Records	✓		
C2.2.6.5.	Transferring Records	✓		
C2.2.6.6.	Destroying Records	✓		
C2.2.6.7.	Cycling Vital Records	✓		
C2.2.6.8.	Searching and Retrieving Records	✓		
C2.2.7.	Access Controls	✓		
C2.2.8.	System Audits	✓		
C2.2.9.	System Management Requirements	✓		Performed by the operating system and DBMS

¹ This test was the first test against this requirement. Test data from a previous system was not available.

2. Test Configuration

The testbed hardware configuration, located at the Documentum facility in Ottawa, Canada, consisted of:

- **Documentum RM Server:** Microsoft (MS) Windows 2000 Server (SP3) with MS SQL Server 2000 (SP3), Documentum RM Enterprise Server v3.1, Documentum RM Document Server v3.1 (connected to Documentum E-Content Server v5.2 and EMC Centera v2.0 as the record repository), Documentum Records Manager 3.1, Documentum RecordsActivator for Hummingbird WebTop v3.1, MS Office 2000 (SP1), MS Outlook 2000 (SP1), Documentum RM v3.1, and MS Internet Explorer v5.5.
- **Hummingbird WebTop Server:** MS Windows 2000 Server (SP3), Hummingbird DM Server v5.0, Hummingbird DM Web Server v5.0, and Hummingbird DM Library v5.0
- **E-mail Server:** MS Windows 2000 Server (SP3) with MS Exchange v5.5e (SP3)

3. RMA Mandatory Requirements

3.1 *Managing Records [C2.1.1.]*

In this implementation, users filed e-mail and non-electronic records from within Documentum RM. Users brought electronic documents into WebTop DM, and then filed them as records to Documentum RM. When filing from WebTop DM to Documentum RM, the electronic file and metadata are transferred to Documentum RM. For records management purposes, users should select the option to delete the metadata and electronic file from WebTop DM upon filing.

3.2 *Accommodating Dates and Date Logic [C2.1.2.]*

Documentum RM and WebTop DM store and display dates using a 4-digit year format, and recognize leap years including the year 2000. Both accept user input of valid dates from current, previous and future centuries.

3.3 *Implementing Standard Data [C2.1.3.]*

Documentum RM provides the required elements necessary to implement standard data. Records managers can configure WebTop DM with most of the record metadata data elements as defined in DoD 5015.2-STD. When paired with Documentum RM, WebTop DM data elements can be mapped to those in Documentum RM by using the WebTop RecordsActivator.

3.4 *Backward Compatibility [C2.1.4.]*

This is the first test for these products against version two of DoD 5015.2-STD², therefore test data from a previous test was not available to verify backward compatibility.

3.5 *Accessibility [C2.1.5.]*

Documentum provided the 508 Voluntary Product Accessibility Templates (VPATS) included as appendices to the detailed test report.

3.6 *Implementing File Plans [C2.2.1.]*

Documentum RM provides all required elements necessary to implement the file plan.

² Backwards Compatibility is a new requirement in the June 2002 version of DoD 5015.2-STD.

3.7 *Scheduling Records [C2.2.2.]*

Documentum RM provides all required elements necessary to schedule records.

3.8 *Declaring and Filing Records [C2.2.3.]*

Users file e-mail and non-electronic documents using the Documentum RM interface.

To bring documents into WebTop DM, users log into their WebTop DM account. Users select the "Import Document" icon. The first time users import documents into WebTop DM, they are presented with a "ForeMost Login" button. They should use this button to log in to their Documentum RM user account as this ensures they will be able to assign file codes and supplemental markings in the document profile.

After logging into their Documentum RM account, users complete the WebTop DM document metadata and select the "Create Document" icon. WebTop DM presents allows the user to upload the electronic file to WebTop DM. At this point, users can manage the document from WebTop DM.

When the document is ready to be filed as a record, users select the "Edit Profile" icon and "Transfer." WebTop DM presents confirmation screens allowing the user to either delete the document after transfer to Documentum RM, or to transfer the document and to retain the electronic file and metadata in WebTop DM. (For records management purposes, users should delete the document from WebTop DM.)

The metadata and electronic file are sent to Documentum RM, where they are managed as a record.

At the time of filing, Documentum RM assigns a Unique Record Identifier and adds the Date Filed. Users cannot modify either field.

3.9 *Filing E-mail Records [C2.2.4.]*

Documentum RM provides all required elements necessary to file e-mail as records.

3.10 *Storing Records [C2.2.5.]*

Documentum RM stores all records in its own repository and controls access to those records.

Documentum RM stores the file plan and document profile data in a relational database. MS SQL Server 2000 provided the database during the certification test.

3.11 *Screening Records [C2.2.6.1.]*

Documentum RM provides all required elements necessary to screen records.

3.12 *Closing Record Folders [C2.2.6.2.]*

Documentum RM provides all required elements necessary to close record folders.

3.13 *Cutting Off Record Folders [C2.2.6.3.]*

Documentum RM provides all required elements necessary to cut off record folders.

3.14 *Freezing/Unfreezing Records [C2.2.6.4.]*

Documentum RM provides all required elements necessary to freeze and unfreeze records and folders.

3.15 *Transferring Records [C2.2.6.5.]*

Documentum RM provides the functionality necessary to transfer records.

3.16 *Destroying Records [C2.2.6.6.]*

Documentum RM provides the functionality necessary to destroy records.

3.17 *Cycle Vital Records [C2.2.6.7.]*

Documentum RM provides all functionality necessary to cycle vital records.

3.18 *Searching and Retrieving Records [C2.2.6.8.]*

Documentum RM provides all functionality necessary to search for and retrieve records.

3.19 *Access Control [C2.2.7.]*

Documentum RM provides all required functionality necessary to control access to records.

3.20 *System Audits [C2.2.8.]*

Documentum RM provides system auditing capabilities.

3.21 *System Management Requirements [C2.2.9.]*

MS Windows 2000 Server and the MS SQL 2000 Server database management system provide the required system management capabilities.

Last revision: **15 July 2003**